

JUNE 2012 OPAL CHANGES

A number of enhancements have been made to OPAL, which we believe will provide more information and functionality. Note: Changes related to handling and tracking exception applications are described in a separate document. Those changes are described below:


All Students Page

- All Students Tab has been moved from the end of the Student bar to just after the Actively Open Enrolled Tab.
- New search category for resident/nonresident district.
- New filters have been added:
 - SPED and NON-SPED
 - Exceptions Only
 - Withdrawals Only
 - Whether counted or not counted in September and January.
 - Filters can be combined. For students who withdrew after the 3rd Friday in September, but before the 2nd Friday in January, select Counted September and Not Counted January.
- New columns have been added:
 - 3rd Friday, Y or N and FTE.
 - 2nd Friday, Y or N and FTE
 - Date of withdrawal and days enrolled
 - Exception, Y or N
 - Date of Enrollment (for exception students) and FTE
- The following columns have been removed:
 - Gender
 - Date of Birth



OPAL Open Enrollment for
Abbotsford

Logged in as John Smith



OPAL

[Logout](#)
[Contact DPI](#)

Mailbox

[Mailbox](#)

Students

[Actively Open Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)
[Virtual Schools](#)
[Returning Seniors](#)

Exceptions

[All Exception Apps](#)
[Approve or Deny Enrollment](#)
[Counted by Res Data Entry](#)

Applications

[All Applications](#)
[Approve or Deny Letters](#)
[School Assignments](#)
[Intent to Attend Data Entry](#)

Contacts

[Open Enroll Contacts](#)

Mailbox		Students	Exceptions	Applications	Contacts	Export to Excel	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns	

All Students

Year: 2011-2012

Grade: All Grades

☒ Transfers In
☐ Transfers Out

Student Name:

Res Dist:

☒ SPED
☒ Non-SPED
☐ Exceptions Only
☐ Withdrawals Only

☒ Counted Sept
☒ Not Counted Sept
☒ Counted Jan
☒ Not Counted Jan

Below is a list of **ALL** students, regardless of whether they were marked as attending on any count date.

Listed below are students where Abbotsford is listed as the **nonresident** district.

17 students retrieved

Grade	Name	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
		3rd Fri	FTE	2nd Fri	FTE	SPED	Resident District	Date Withdraw	Days Enrolled	Ex	Date Enroll	Days Enroll	FTI															
05	Bee, Honey	N	0	N	0	N	Colby			N																		
05	Blue, Little B	Y	1	Y	1	N	Owen-Withee			N																		
05	Contrary, Mary Q	Y	1	Y	1	N	Colby			N																		
11	Daw, Marjorie	Y	1	N	0	N	Owen-Withee	10/04/2011	23	N																		
06	Ella, Cinder	Y	1	Y	1	N	Colby			N																		
04	Fourth, Sally	N	0	N	0	N	Colby			N																		
07	Franklin, Benjamin	N	0	N	0	N	Owen-Withee			Y	4/30/2012	40	1															
01	Horner, Jack	Y	1	Y	1	N	Colby			N																		
12	Lockett, Lucy	Y	1	Y	1	N	Owen-Withee	01/23/2012	90	N																		
04	Muffett, Missy	Y	1	Y	1	N	Colby			N																		
05	Nimble, Jack B	Y	1	Y	1	N	Colby			N																		
03	Peep, Bo	Y	1	Y	1	N	Colby			N																		
07	Pepper, Polly	N	0	N	0	N	Owen-Withee			Y																		
KG	Piper, Tom	Y	1	Y	1	N	Owen-Withee			N																		
02	Showers, April	N	0	N	0	N	Colby			N																		
07	Thumb, Tom	N	0	N	0	N	Owen-Withee			Y	4/30/2012	40	1															
05	White, Snow	N	0	N	0	N	Colby			N																		

Done

Internet 100%

Actively Open Enrolled Page

- New filters have been added:
 - SPED and NON-SPED
 - Exceptions Only
 - Withdrawals Only
- Aid Calculation Columns have been removed:
 - Date of Withdrawal (now on All Students and Aid Calculation page)
 - Days Enrolled (now on All Students page and Aid Calculation page)
 - Daily Rate (now on Aid Calculation page)

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for **Abbotsford**

Logged in as John Smith

PDF | Export to Excel

Mailbox	Students	Exceptions	Applications	Contacts
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan
		Virtual		Returns

Students Actively Open-Enrolled

Year: 2011-2012 Student Name:

Grade: All Grades Res Dist:

☒ Transfers In ☐ Transfers Out

☒ SPED ☒ Non-SPED ☐ Exceptions Only ☐ Withdrawals Only

Search Reset

This is a list of all actively opened enrolled students.

For a student to be considered "actively open enrolled", they must have been marked as open-enrolled/attending on the [3rd Friday in September tab](#) by the nonresident district or have been enrolled as an exception to the OE application period.

Listed below are students where Abbotsford is listed as the **nonresident** district.

12 students retrieved

Grade	Name	FTE	SPED	W/D	Ex	Resident District	Final Amount
05	Blue, Little B	1.0				Owen-Withee	5,867.00
05	Contrary, Mary Q	1.0				Colby	6,867.00
11	Daw, Marjorie	1.0		Yes		Owen-Withee	877.00
06	Ella, Cinder	1.0				Colby	6,867.00
07	Franklin, Benjamin	1.0			Yes	Owen-Withee	1,526.00
01	Horner, Jack	1.0				Colby	6,867.00
12	Lockett, Lucy	1.0		Yes		Owen-Withee	3,434.00
04	Muffett, Missy	1.0				Colby	6,867.00
05	Nimble, Jack B	1.0				Colby	6,867.00
03	Peep, Bo	1.0				Colby	6,867.00
KG	Piper, Tom	1.0				Owen-Withee	6,867.00
07	Thumb, Tom	1.0			Yes	Owen-Withee	1,526.00
All Pages:	12 students	12.0					62,299.00

[Go to Top](#)

Students_Aid.aspx

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To Aid Calculation Page

Aid Calculation Page – New

This new page shows the aid factors and calculation for each individual student, including:

- Final aid amount
- Revenue limit exemption (for exception student not counted by the resident district on 3rd Friday)
- Aid factors, including:
 - SPED or NON SPED
 - 3rd Friday status – open enrolled or not open enrolled
 - In Resident Membership – yes or no
 - Exception date: enrollment date, number of days enrolled as an exception, FTE
 - Withdrawn or not withdrawn
- The current OE basic and daily rate for 1.0 FTE
- The actual aid calculation, as follows:
 - Full school year calculation = basic aid amount * 3rd Friday in September FTE
 - Withdrawal calculation = Daily rate * # days open enrolled * 3rd Friday in September FTE
 - Exception calculation = Daily rate * # days open enrolled * exception FTE
- There are two ways to access the Aid Calculation page
 - On the Actively Open Enrolled page, click on the aid amount (in the last column)
 - From the Student Summary page, click on Aid Calculation. (To get to the Student Summary page, click on the student's name on either the All Students page or the Actively Open Enrolled page).

Mailbox **Students** **Exceptions** **Applications** **Contacts**

Back to Students **Student Summary** **Change Name, etc** **Change Enrollment** **Withdraw Student** **Change Parents/Add** **Aid Calculation**

Aid Calculation, School Year 2011-2012

Student Name: **Benjamin Franklin** Resident School District: Owen-Withee
DOB / Gender: 09/01/2000, Male Nonresident School District: Abbotsford
Age on 9/1/2011: 11 years old
Grade for 2011-2012: 07

Final Aid Amount: \$1,526
Revenue Limit Exemption: \$1,526

Factors

SPED Status	3rd Friday in September Status	Exception Data	Withdrawal Data
Not SPED	Not open enrolled In Resident Membership: No	Enrollment Date: 4/30/2012 Maximum Number of Days: 40 days FTE: 1.0	Not withdrawn

Current Rates

Estimate or Final: Final

	1.0 FTE
Basic Rate:	\$6,867/year
Daily Rate:	\$38.15/day

Calculation

The student was not open enrolled on the 3rd Friday in September, enrolled as an exception, attended for the remainder of the school year; prorated aid is \$1,526.

The resident district did not count the student on the 3rd Friday in September and is eligible for a revenue limit exemption in the amount of the aid payment.

Aid is calculated as (daily rate) * (number of days as stated when enrolled as exception) * (FTE as stated when enrolled as exception), or

\$38.15/day * 40 days * 1.0 FTE = \$1,526

Student Summary Page

- Shows the first year of the student's open enrollment.
- Shows the aid calculation factors.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for **Abbotsford**

Logged in as Mary Jo Cleaver

Mailbox **Students** **Exceptions** **Applications** **Contacts**

Back to Students **Student Summary** **Change Name, etc** **Change Enrollment** **Withdraw Student** **Change Parents/Addr** **Aid Calculation**

Current Student Data, School Year 2011-2012

Student Name: **Benjamin Franklin** Parent/Guardian: Benjamin Franklin
 DOB / Gender: 09/01/2000, Male Mailing Address: 123 Main Street
 Age on 9/1/2011: 11 years old Owen, WI 54460
 Grade for 2011-2012: 07 Street Address: 123 Main Street
 Ethnicity: Not Hispanic Owen, WI 54460
 White Phone: (555) 555-5555 (home)
 Special Needs: Email: benjaminfranklin@continentalcongress.gov

Resident School District: Owen-Withee

Nonresident School District: Abbotsford

First Open Enrolled: 2011-2012
 Enrolled as an Exception on 4/30/2012
 Days enrolled 40; FTE 1.0
 Was NOT counted by the resident district (Owen-Withee) on the 3rd Friday in September

Is open-enrolled to Abbotsford, FTE of 1.0

No changes are pending for this student.

2nd Friday List View

Carries over only those students who were reported as open enrolled on the 3rd Friday in September.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for **Abbotsford**

Logged in as Mary Jo Cleaver

Mailbox **Students** **Exceptions** **Applications** **Contacts** **Export to Excel**

Actively Open Enrolled **All Students** **3rd Friday in Sept** **Special Ed** **2nd Friday in Jan** **Virtual** **Returns**

Students - Open-Enrolled on the 2nd Friday in January

Year: **2011-2012** Student Name:
 Grade: **All Grades** Res Dist:
☒ Transfers In ☐ Transfers Out

Resident District **Abbotsford**
☐ Agrees ☐ Open-Enrolled
☐ Disagrees ☐ Not Open-Enrolled
☐ No Information ☐ No Information
☒ All of the above ☒ All of the above

Indicate below whether each student was **in attendance as an open-enrolled student** on the 2nd Friday in January or on one day before AND one day after.

You still need to **click the Save button** afterwards!

9 students retrieved

Status	Grade	Student	Open-Enrolled at Abbotsford	Not Open-Enrolled at Abbotsford	FTE	Resident District	Res Agrees
	05	Blue, Little B	<input checked="" type="radio"/>	<input type="radio"/>		Owen-Withee	Agrees
	05	Contrary, Mary Q	<input checked="" type="radio"/>	<input type="radio"/>		Colby	Agrees
	06	Ella, Cinder	<input checked="" type="radio"/>	<input type="radio"/>		Colby	Agrees
	01	Hornor, Jack	<input checked="" type="radio"/>	<input type="radio"/>		Colby	Agrees
New	12	Lockett, Lucy	<input checked="" type="radio"/>	<input type="radio"/>		Owen-Withee	Disagrees
	04	Muffett, Missy	<input checked="" type="radio"/>	<input type="radio"/>		Colby	Agrees
New	05	Nimble, Jack B	<input checked="" type="radio"/>	<input type="radio"/>		Colby	Agrees
	03	Peep, Bo	<input checked="" type="radio"/>	<input type="radio"/>		Colby	Agrees
New	KG	Piper, Tom	<input checked="" type="radio"/>	<input type="radio"/>	1.0	Owen-Withee	Agrees

Change Enrollment Page – Special Education

- For open enrollment payment purposes, a student is either SPED or NON-SPED for the entire school year.
- When a student changes from NON-SPED to SPED (or vice versa) during a school year, the student must be reported as either NON-SPED or SPED for the entire school year (referred to as the transition year).
- If there are additional special education costs, it is recommended to report the student as SPED for the transition year.
- If there are no additional special education costs, it is recommended to report the student as NON-SPED for the transition year.
- On the change enrollment page, the district may enter the student's SPED status for the following school year. When OPAL rolls over for that school year, the student's special education status will be updated.

[Logout](#)
[Contact DPI](#)

Mailbox
[Mailbox](#)

Students
[Actively Open Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)
[Virtual Schools](#)
[Returning Seniors](#)

Exceptions
[All Exception Apps](#)
[Approve or Deny](#)
[Enrollment](#)
[Counted by Res](#)
[Data Entry](#)

Applications
[All Applications](#)
[Approve or Deny](#)
[Letters](#)
[School Assignments](#)
[Intent to Attend](#)
[Data Entry](#)

Contacts
[Open Enroll Contacts](#)

Data that are year-dependent are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overwrite the incorrect data with the correct values.

An email will be sent automatically to Owen-Withee asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Grade: 07
Resident District: Owen-Withee
SPED: N
SPED Next Year: N
Virtual Charter School:
3rd Friday in September:
Open-Enrolled:
FTE:
2nd Friday in January:
Open-Enrolled:
FTE:
Next Year:
Future Resident District:
Exception Process:
Date of Enrollment as Exception: 4/30/2012
Days of OE as Exception: 40
Exception FTE: 1

Your changes awaiting acceptance:

Grade:	7th Grade	
Resident District:	Owen-Withee	
Resident District Next Year:		
SPED:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SPED Next Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In Virtual Charter School:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
OE on 3rd Friday in September:	<input type="radio"/> Yes <input checked="" type="radio"/> No	FTE: <input type="text"/>
OE on 2nd Friday in January:	<input type="radio"/> Yes <input checked="" type="radio"/> No	FTE: <input type="text"/>
Date of Enrollment as Exception:	4/30/2012	
Days of Open Enrollment as Exception:	40	FTE: <input type="text" value="1"/>
Comments:	<input type="text"/>	
<input type="button" value="Delete"/> <input type="button" value="Save"/>		

Procedure for Change of Resident District

When a student moves into a new resident district during the school year, and continues open enrollment, the resident district on the third Friday in September is the OE resident district for the entire school year. The “new” resident district becomes the OE district in the following school year.

The Change Enrollment tab in OPAL allows a district (nonresident or “old” resident) to enter the name of the “new” resident school district for the following school year. Once the other district has approved the change, an email is sent to the “new” resident district notifying them of the change.

We have improved the email so that it includes much more information about the student for the “new” resident district, including the student’s new address. For this to work, changes need to be made in the following order:

1. Nonresident or “old” resident district enters the student’s new address in the Change Parents/Addr tab.

Franklin, Benjamin
09/01/2000

Resident District: Owen-Withee
Nonresident District: Abbotsford

First Open Enrolled: 2011-2012
(2012 / 337221)

The current data for parent names, addresses, and phones are listed here. You have previously entered changes and they are shown below and are awaiting acceptance from Owen-Withee.

You can still make changes to the data by entering them below. However, if these changes are no longer needed, you can delete the request by using the DELETE button found at the bottom of the page.

Once Owen-Withee accepts your changes, the database will be automatically updated.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Parent: Franklin, Benjamin
Parent: ,
Contacts:
benjaminfranklin@continentalcongress.gov
(555) 555-5555 Home
Work
Cell
Mailing Address:
123 Main Street
Owen, WI 54460
Street Address:
123 Main Street
Owen, WI 54460

Your changes awaiting acceptance:

Parent Last Name:	Franklin
Parent First Name:	Benjamin
Parent Middle Initial:	
Parent Last Name:	
Parent First Name:	
Parent Middle Initial:	
Parent Email:	benjaminfranklin@continentalcongress.gov
Home Phone:	(444) 444-4444
Work Phone:	
Cell Phone:	
Mailing Address:	700 First Ave
Mailing City:	Colby
Mailing State:	WI
Mailing Zip:	54421
Street Address:	700 First Ave
Street City:	Colby

2. Nonresident or “old” resident district enters the name of the “new” resident district for the following school year under the Change Enrollment tab.

Franklin, Benjamin
09/01/2000

Resident District: Owen-Withee
Nonresident District: Abbotsford

First Open Enrolled: 2011-2012
(2012 / 337221)

Data that are year-dependent are listed here. You have previously entered changes and they are shown below and are awaiting acceptance from Owen-Withee.

You can still make changes to the data by entering them below. However, if these changes are no longer needed, you can delete the request by using the DELETE button found at the bottom of the page.

Once Owen-Withee accepts your changes, the database will be automatically updated.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

** Note: If the student moved to a different resident district after the 3rd Friday in September and is continuing open enrollment, please change the student's address on the Change Parents/Addr tab before entering a new resident district for next year. Similarly, please act on any parent or address change requests before acting on resident district changes.*

Grade: 07
Resident District: Owen-Withee
SPED: N
SPED Next Year: N
Virtual Charter School:
3rd Friday in September:
Open-Enrolled:
FTE:
2nd Friday in January:
Open-Enrolled:
FTE:
Next Year:
Future Resident District:
Exception Process:
Date of Enrollment as Exception: 4/30/2012
Days of OE as Exception: 40
Exception FTE: 1

Your changes awaiting acceptance:

Grade:	7th Grade
Resident District:	Owen-Withee
Resident District Next Year: (Optional)	Colby
SPED:	<input type="radio"/> Yes <input checked="" type="radio"/> No
SPED Next Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
In Virtual Charter School:	<input type="radio"/> Yes <input checked="" type="radio"/> No
OE on 3rd Friday in September:	<input type="radio"/> Yes <input checked="" type="radio"/> No
FTE:	

3. The opposite district ("old" resident or nonresident) approves the proposed changes in the following order:
 - Address change
 - Resident district change

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for Owen-Withee

Logged in as Mary Jo Cleaver

Mailbox	Students	Exceptions	Applications	Contacts
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student
				Change Parents/Addr
				Aid Calculation

Current Student Data, School Year 2011-2012

Student Name: **Benjamin Franklin**

DOB / Gender: 09/01/2000, Male

Age on 9/1/2011: 11 years old

Grade for 2011-2012: 07

Ethnicity: Not Hispanic White

Special Needs:

Parent/Guardian: Benjamin Franklin

Mailing Address: 123 Main Street
Owen, WI 54460

Street Address: 123 Main Street
Owen, WI 54460

Phone: (555) 555-5555 (home)

Email: benjaminfranklin@continentalcongress.gov

Resident School District: Owen-Withee

Nonresident School District: Abbotsford

First Open Enrolled: 2011-2012

Enrolled as an Exception on 4/30/2012

Days enrolled 40; FTE 1.0

Was NOT counted by the resident district (Owen-Withee) on the 3rd Friday in September

Is open-enrolled to Abbotsford, FTE of 1.0

Abbotsford is waiting for you to act on:

- Enrollment tab
- Parents tab

Click on the above links to see the pending changes.

Please act on any Parents tab changes (if listed).

Approve the parent's tab first

4. An email will be sent to the "new" resident district, notifying the district that it will be the student's resident district in the following school year:

OPAL Resident District Change Approved for 2012-13 School Year - Message (...)

Message Insert Options Format Text Developer

To: OpenEnrollment@dpi.wi.gov

Cc:

Subject: OPAL Resident District Change Approved for 2012-13 School Year

Sent: Tuesday, June 12, 2012 12:50 PM

To: tsmith@colby.k12.wi.us

Subject: OPAL Resident District Change Approved for 2012-13 School Year

To: Tom Smith, Colby

The following student moved to a new resident school district after the 3rd Friday in September in the 2011-12 school year and is continuing open enrollment.

Nonresident School District: Abbotsford

Old Resident School District (for the remainder of the 2011-12 school year): Owen-Withee

New Resident School District (for the 2012-13 school year): Colby

Name of Student: Franklin, Benjamin

Date of Birth: 09/01/2000

Grade: 07

Special Education: No

Parent Name(s): Franklin, Benjamin

Street Address: 700 First Ave
Colby, WI 54421

Mailing Address: 700 First Ave
Colby, WI 54421

(Note: these are the addresses currently reported in OPAL)

If you have any questions about this document, please contact:

Mary Jo Cleaver, School Administration Consultant
Public School Open Enrollment
Department of Public Instruction
maryjo.cleaver@dpi.wi.gov
608-267-9101

Jennifer Danfield, Education Specialist
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June 12, 2012